



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
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PDTATAC/tmc

8 September 2005

MEMORANDUM FOR PDTATAC EDITOR

SUBJECT: Editorial Changes to the JFTR/JTR
Military Editorial U05062
Civilian Editorial C05047

1. It is requested that the JFTR, par. U1410 and JTR, par. C1410 be revised by inserting the following Note 1 immediately after the heading and before the current note which is re-designated NOTE 2 as follows:

C1410 MISCELLANEOUS EXPENSES (FTR, §301-70.300, and §301-70.301)

NOTE 1: Reimbursement is authorized for the miscellaneous expenses listed below in this note for responders to hurricane Katrina in the states of Louisiana, Mississippi and Alabama during the period beginning on 25 August 2005 to 31 October 2005. The items listed should be claimed on the travel voucher:

- a. air mattress, folding cots and portable beds;***
- b. sleeping bags, blankets, sheets and pillows;***
- c. towels, wash cloths, sanitizing wipes/cloths and paper towels;***
- d. flashlights and batteries (for flashlights and alarm clocks only);***
- e. gasoline cans (when required to carry fuel for rental vehicles).***

Travelers should include claims for these items along with their regular travel vouchers. Approval for purchases listed above applies to purchases made by an individual for the individual's use only. Reimbursement is not authorized for items purchased in bulk and provided to others.

The above items are not considered to be accountable property by the Federal Government, but are the property of the command funding the order. Personal items such as bug repellent, bug spray, sun block or suntan lotion, sun glasses, soap, toothpaste and alarm clocks are not reimbursable on a travel voucher. They are included in the "I" of M&IE. Items such as tents, computer equipment, batteries (other than for flashlights) are not reimbursable under travel and must be purchased through appropriate acquisition procedures. Bottled water is not reimbursable as a miscellaneous expense as it is included in the "I" of M&IE.

Dual Lodging: Responders in Louisiana and Mississippi for the Hurricane Katrina response are authorized dual lodging when required. This authorization expires 31 October 2005.

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Drop Off Fees for Rental Vehicles: The drop off fee is reimbursable for rental vehicles used for official business during the Hurricane Katrina response. This applies for travel to/from and within the State of Louisiana, Mississippi and Alabama.

The above modification to DoD travel policy expires on 31 October 2005. Normal policy and procedures for approvals and reimbursement resume on 1 November 2005 and apply to all claims for expenses incurred from that date forward.

NOTE 2: Mission-related or personal expenses are not reimbursable except as indicated in the circumstances in NOTE 1 above. These include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees, and similar items.

A. General for All Travel. Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include:

2. These changes are scheduled to appear in printed change number 228 of the JFTR, and 482 of the JTR, dated 1 December 2005.

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3. *Revisions in this editorial are effective for travel from 25 August to 31 October 2005.*

W. B. Tirrell, Sr.
Chief, Travel and Transportation Branch

cc:
Director
MAP Members
CAP Members

SYNOPSIS: Authorizes reimbursement for certain expenses as a travel expense for responders to the Hurricane Katrina in Louisiana, Mississippi and Alabama during the period 25 August to 31 October 2005.